

Genesis Parent Portal User Manual

For Roseland School District

Introduction

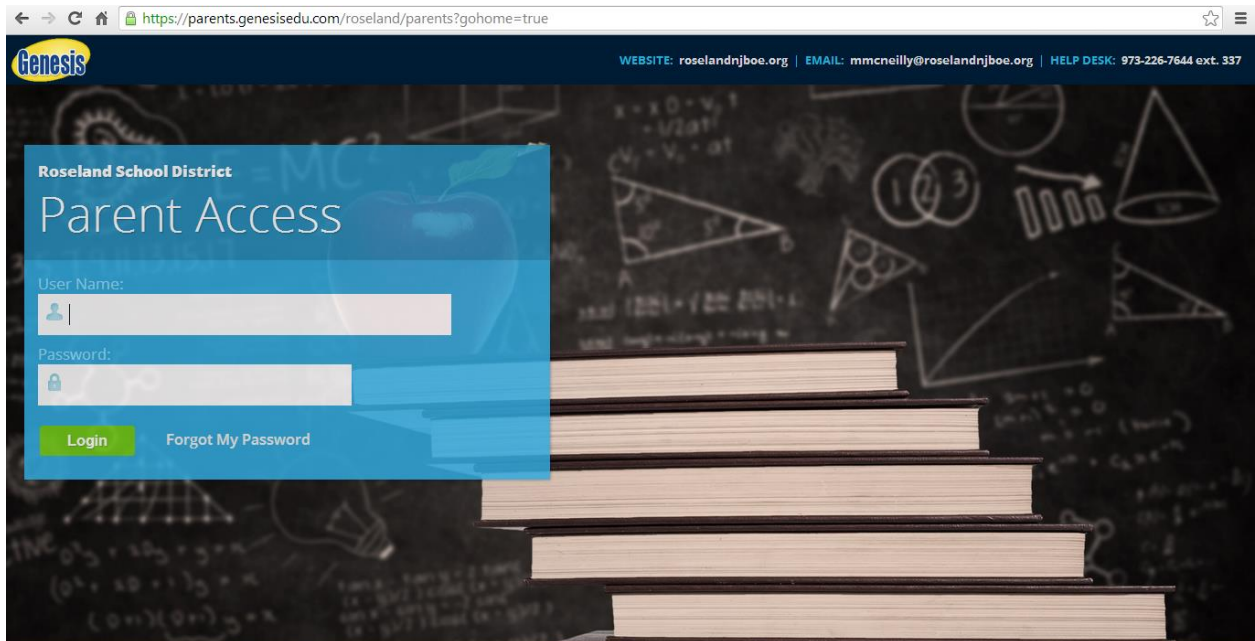
The Genesis Parent Portal tool is a safe, secure way to view your child's school record for the current school year. Currently you have access to the following information:

- Your child or children's name, student ID, grade, homeroom and date of birth
- Your child or children's report cards
- Your child or children's daily attendance.
- Teacher gradebook assignments and assignment grades for your child or children. (Grades 3 – 6)
- Your child's NJ ASK, MAP and CTP scores

In the future you will also have access to:

- Contact Information (email, phone numbers, emergency contacts) for your children
- Message Alert Setup where you set which Alerts you wish to receive
- Online questionnaires or forms.
- Medical Insurance update

Logging In & Logging Out



Logging In

Logging into Genesis is very simple:

1. Go to the web address - parents.genesisedu.com/roseland.
2. Enter your Email Address in the '**Username**' field
3. Enter the password you received in the Welcome Letter email in the '**Password**' field.
4. Click the '**Login**' button

Logging In for the First Time

The very first time you login you will be required to change your password.

What if I forget my password?

Right next to the Login button, you can find a "Forgot My Password" link:



If you forget your password, click the **Forgot My Password** link. You will be asked to enter the email address on file with the school. A new randomly generated password will be sent to you. The first time you login with your new password, you will be required to change it.

Logging Out

It is important to log out of Genesis Web Access properly. It is important to log out of **all** web applications properly.

To logout, locate the **Log Out** button in the upper right corner of every screen and click it:

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

Caitlin Daily
 GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

Homeroom: D233 Barry, Jack L
 Counselor: Allen, Myron
 Age: 19
 Birthdate: 03/26/1994
 Lunch PIN #: 4131

PER	COURSE	SEM	DAYS	ROOM	TEACHER
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack L
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John
3A	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al
6	LUNCH	S2	MTWRF	CAF-A	Bagwell, Jeff
7-8	*PHYSICS HON	FY	MTWRF	C164	Barrett, Bob
9	*PHYSICS HON	FY	T	C164	Barrett, Bob
9	PE 4/SCI	Q4	MWRF	GYM-A	Rose, Danielle
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt

THIS WEEK M T W R F
 ATTENDANCE - - - - -
 ASSIGNMENTS 0 0 0 0 0

BUS WEEK / DAY < FRIDAY

ROUTE	TIME	BUS #	PICK UP / DROP OFF
AM A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.
PM A10	03:30PM	ghs	

To logout, click the Log Out button in the upper right corner of the screen.

When you click the logout icon you are immediately logged out:

Thank you for using the Roseland School District Parent/Student Access. You are now logged out.

[Click here to log back in.](#)

Why log out? Why not just close or “nuke” the browser?

Closing the browser without logging out leaves your session open on the Genesis servers. This creates a security hole that only you can close: **Be secure, always log out properly.** In this era of Internet access, it is important to always properly close your sessions so that unauthorized persons cannot gain access to your information.

This applies not only to Genesis, but to every Internet/Web application you use.

Student Summary Dashboard Screen

The Summary Screen - The Student Dashboard

Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Summary Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

SELECT STUDENT: Daily, Caitlin

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

Caitlin Daily

GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

GRADE: 12

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: F
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack L			
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John			
3A	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene			
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al			
6	LUNCH	S2	MTWRF	CAF-A	Bagwell, Jeff			
7-8	*PHYSICS HON	FY	MTWRF	C164	Barrett, Bob			
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9	PE 4/SCI	Q4	MWRF	GYM-A	Rose, Danielle			
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt			

Homeroom: D233 Barry, Jack L
Counselor: Allen, Myron

Age: 19
Birthdate: 03/26/1994
Lunch PIN #: 4131

THIS WEEK	M	T	W	R	F
ATTENDANCE	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	0

BUS		WEEK / DAY		< FRIDAY	
ROUTE	TIME	BUS #	PICK UP / DROP OFF		
AM A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.		
PM A10	03:30PM	ghs			

This is the current student.

The highlighted course is the one the student is scheduled to be in right this very minute

Scroll down to see additional students

Genesis Parent Access Student Data Summary – Student Dashboard Screen

When you login to Genesis Web Access the first screen you see is your student's Student Data Summary. This is the student's Dashboard screen. You will see a 'dashboard' for every student linked to your login. All your students will be on one screen.

Each student's 'dashboard' contains the following information:

- Basic information about the student: student id, homeroom, grade, age.
- Your student's schedule. The class the student is in 'right now' is highlighted in green. For a printable copy of the class schedule, click on the icon in the Teacher column.
- The student's attendance summary for the current week – this shows you a color coded attendance code for each day of the week.
- Assignment summary for the current week – how many are due each day
- The student's bus assignments.

More Information About Each Student

The 'Summary' screen has a dashboard for each of your students. The other light blue tabs give you more information about one student at a time.

The Selected Student

Only one student can be 'selected' at a time. When you 'select' a student that student's information will appear on the additional Student Data tabs. For instance, if you click the 'Attendance' tab, you will see the selected student's daily Attendance calendar for the entire school year.

Selecting a Student

Genesis Parents Module 2.0

Friday, 6/28/2013 2:51PM

Caitlin Daily
 GENESIS HIGH SCHOOL | STUDENT ID: 504495 | STATE ID: 7325217730

Homeroom: D233 Barry, Jack L
 Counselor: Allen, Myron

Age: 19
 Birthdate: 03/26/1994
 Lunch PIN #: 4131

PER	COURSE	SEM	DAYS	ROOM	TEACHER		
1	US HISTORY 2	FY	MTWRF	D233	Barry, Jack L		
2	*CALCULUS AP	FY	MTWRF	107	Antonelli, John		
3A	WOODS TECH 1	FY	MTWRF	172	Bailey, Gene		
4-5	*ENGLISH 4 AP	FY	MTWRF	D273	Autry, Al		
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9	*PHYSICS HON	FY	T	C164	Barrett, Bob		
9	PE 4/SCI	Q4	MWRF	GYM-A	Rose, Danielle		
10	SPANISH 4	FY	MTWRF	178	Anderson, Matt		

THIS WEEK		M	T	W	R	F
ATTENDANCE	-	-	-	-	-	-
ASSIGNMENTS	0	0	0	0	0	0

BUS		WEEK / DAY		< FRIDAY	
ROUTE	TIME	BUS #	PICK UP / DROP OFF		
AM A10	06:50AM	B210	stops at Easy St. & Herbertsville Rd.		
PM A10	03:30PM	ghs			

The "Select Student" Drop Down

This drop down contains the names of all the students linked to your login. If you are missing a student, please contact your school or district office.

Attendance

Daily Attendance

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DAILY ATTENDANCE CLASS ATTENDANCE

School: 2002 - Genesis High School

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
26	27	28	29	30	31		23	24	25	26	27	28	29	30	31				25	26	27	28	29	30			

DECEMBER							JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12	13	14	15	16	17	9	10	11	12	13	14	15		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	20	21	22	23	24	16	17	18	19	20	21	22		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	27	28	29	30	31	17	18	19	20	21	22	23		
23	24	25	26	27	28	29	27	28	29	30	31								24	25	26	27	28	29	30		
30	31																		31								

APRIL							MAY							JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6		1	2	3	4			1	2	3	4	5	6	1	2	3	4	5	6			

TOTALS	
Possible Days	215/215
Total Tardies	15
Excused	3
Unexcused	12
Total Absences	9
Excused	6
Unexcused	3

LEGEND	
	Present
	Unexcused Tardy (w/time)
	Excused
	Absent - Never Attended
	Left Early (w/time)
	Funeral Day
	Excused Tardy (w/time)
	Excused Absent
	In-School or ICE Suspension
	Unexcused Absent - Full Day

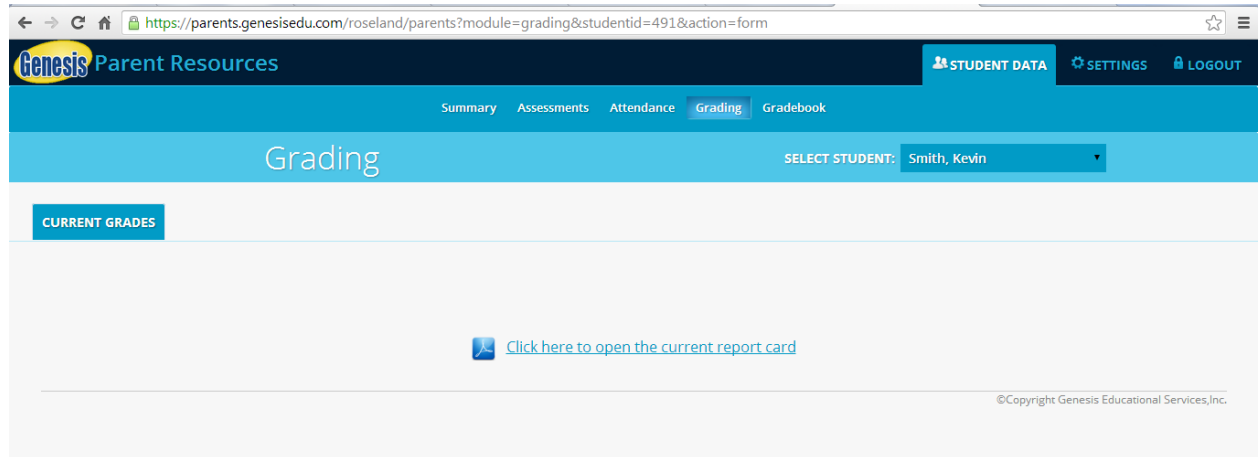
This is your child's Daily Attendance summary for the whole school year.

- The Attendance Calendar with each day color coded
- A summary of the student's Attendance for the year
- The 'Legend' of Attendance codes for your school district. If you hover over a date you will see the code.

Grading

Current Report Card

The Grading screen gives you access to your student's most recent actual report card.



1. Click on the '**Grading**' tab.
2. The "Click here to open the current report card" message will appear.
3. You can view, save and print the report card.

Gradebook

Weekly Summary of Assignments Screen and Marking Period Averages

Genesis Parent Resources

HOME STUDENT DATA CONTACTS PAYMENT SETTINGS LOGOUT

Summary Assessments Attendance Grading Discipline **Gradebook** Scheduling Documents Forms Conferences Letters

Gradebook

SELECT STUDENT: Daily, Caitlin

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WEEKLY SUMMARY LIST ASSIGNMENTS

Daily, Caitlin

Weekly Assignment Summary

Week of 05/13/2013

[Printable Version of Weekly Assignment List](#)

COURSES	TEACHER	TP4	AVG	MON 5/13/13	TUE 5/14/13	WED 5/15/13	THU 5/16/13	FRI 5/17/13
10495/2 - ENGLISH 4 AP	Auty, Al Email: auty@tpc.abc	No Grades		0	0	0	0	0
12384/3 - SPANISH 4	Anderson, Matt Email: mmanderson@home.xyz	No Grades		0	0	0	0	0
13797/1 - CALCULUS AP	Antonelli, John Email: jantonelli@abc.xyz	86.70% (B)		0	0	0	1	0
14677/1 - PHYSICS HON	Barrett, Bob Email: bbarrett@xyz.abc	No Grades		0	0	0	0	0
22118/2 - WOODS TECH 1	Bailey, Gene	No Grades		0	0	0	0	0
27044/11 - PE 4/50	Rose, Danielle Email: drtos@genesissz.org	No Grades		0	0	0	0	0
35210/1 - US HISTORY A	Barry, Jack L Email: jbarry@abc.xyz	No Grades		0	0	0	0	0

Seleccionar el idioma a español

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The Gradebook Summary Screen – Click on the highlighted course name to see all the Assignments for that course.

List of Assignments Screen

Genesis Parent Resources

Summary Assessments Attendance Grading Discipline Gradebook Scheduling Documents Forms Conferences Letters

Gradebook

SELECT STUDENT: Daily, Ed

Setup/Security/Policy Broadcast Message
Genesis Township Schools welcomes you to the parents module.

WEEKLY SUMMARY LIST ASSIGNMENTS

Daily, Ed
2012-13 Student Assignment List

Course: Show all courses Assignments Due Date: 06/14/2013
Status: Show all assignments Show Assignment Dates: All assignments

Search

Print Assignments

MP	DUE DATE	DAY	COURSE	TEACHER	CATEGORY	ASSIGNMENT	GRADE	MAX	%	PREV	DOCS
MP1	09/07/2012	Fri	SPANISH 4	Anderson, Matt	WA	Safety quiz Safety quiz for the lab		20			
MP1	09/05/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section1 problems 1,2,4,6,7,8,9	CHECKPLUS	100	85%		
MP1	09/11/2012	Tue	*CALCULUS AP	Antonelli, John	HW	Section2 problems 11,12,13,14	CHECK	100	78%		
MP1	09/12/2012	Wed	*CALCULUS AP	Antonelli, John	HW	Section3 questions 1,2,3,4,5	CHECKPLUSPLUS	100	100%		
MP1	09/14/2012	Fri	*CALCULUS AP	Antonelli, John	TEST	Test 1-3 Section 1-3 Test	96	100	96%		
MP4	09/17/12										

List of Assignments

This screen will allow you to look at your child's Assignments in multiple ways.

Daily, Caitlin
2012-13 Student Assignment List

Course: Show all courses Assignments Due Date: 06/28/2013
Status: Show all assignments Show Assignment Dates: All assignments

Search

The controls at the top of the screen let you select by the following criteria:

- **Courses** – Select one subject or all subjects
- **Status** –
 - Graded Assignments – Assignments that have been graded.
 - Ungraded Assignments – Assignments that the teacher has not yet graded.
 - Incomplete Assignments – Assignments the student has partially but not completely finished.
 - Missed Assignments – All assignments the student failed to turn in or do.
 - Assignments the student has not yet completed because they were absent on the due date. An assignment is marked “Absent” if the student is absent on the day it is due. This option shows all assignments currently marked “Absent”.
- **Assignment Due Date** – Select one date. This date can be interpreted as the single date you selected **or** as the **week** which contains the date you selected **or** as the **month**.
- **Show Assignment Dates** – This lets you choose the time period you wish to view assignments for:
 - “One day” – the Assignments for the date selected in **Assignment Due Date**.

- “Week of” - the Assignments for the week which contains the date selected in **Assignment Due Date**.
- “Month” - the Assignments for the **month** which contains the date selected in **Assignment Due Date**.

Note: Only 4th Marking Period Assignments available this year.

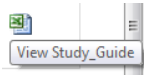
- “MP1” – All assignments for Marking Period 1.
- “MP2” – All assignments for Marking Period 2.
- “MP3” – All assignments for Marking Period 3.
- “MP4” – All assignments for Marking Period 4.
- “All Assignments” – All assignments for the entire duration of the course.

Downloading Attached Documents

Teachers can upload documents to assignments so that you can download these at home. The “documents” include such things as MS Word, MS Excel, PDF files, .wmv movies, podcasts and many other types of files. When one or more documents have been uploaded and attached to an assignment, icons identifying the type of each attachment appear in the Docs column on the List Assignment screen.

MP3	3/6/2013	Wed	US HISTORY 2	Barry, Jack L	QUIZ	Quiz March 6 Quiz Pages 205-240, Do #'s 3, 7, 9-12 in preparation.		100	
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If icons (e.g. ) appear in the “Docs” column on the right side of an Assignment line, it means that the teacher has uploaded files to the assignment and you may download them. There will be one icon for each file the teacher has attached ( means there is one MS Excel file attached). The shape of the icon indicates the kind of file that is attached (e.g.  indicates a PDF file that requires ADOBE Reader to read). You will need to have installed the right application to view each type of file.¹

To see the description of an attached document, place your cursor on the icon:  (cursor on  icon)

To download the document, double click on its icon. The attachment will be displayed in the central part of the screen.

¹ While teachers are encouraged to upload files in common formats, such as MS Word, there is no guarantee that you will always have the right application to view an attachment. If you do not, please contact the teacher.

Assessments

Assessments shows your child's NJ ASK, MAP and CTP scores.

← → ↻ 🏠 <https://parents.genesisedu.com/roseland/parents?module=assessments&studentid=500&action=form> ☆ ☰

Genesis Parent Resources **STUDENT DATA** ⚙️ SETTINGS 🔒 LOGOUT

Summary **Assessments** Attendance Grading Gradebook

Assessments SELECT STUDENT:

TEST	EXAM	YEAR	MONTH	SEM	GRADE	LANGUAGE ARTS	READING	MATH	SCIENCE	MATH NATIONAL PCTL	READING NATIONAL PCTL	VERBAL REASONING PCTL	VOCAB PCTL	LEXILE	READING COMP PCTL	QUANT REASONING PCTL
NJASK	NJASK	2013	May		04	225		294	300							
CTP	Spring 2013	2013	May		04							52		1070	56	60
CTP	Spring 2012	2012	May		03							69		970	57	58
CTP	Fall 2011	2012	September		02									695	31	
MAP_Math	Spring 2013	2013	May					232		92						
MAP_Reading	Spring 2013	2013	May				217				77			907		
MAP_Math	Fall 2012	2012	September					226		95						
MAP_Reading	Fall 2012	2012	September				224				95			1033		
MAP_Math	Spring 2012	2012	May					222		93						

Personal Settings

The screenshot shows the 'Parent Resources' interface. At the top, there is a navigation bar with links: HOME, STUDENT DATA, CONTACTS, PAYMENT, SETTINGS (highlighted), and LOGOUT. Below the navigation bar, the 'Change Password' form is on the left, featuring three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:', followed by a green 'Save' button. To the right is the 'Settings' form, which has a 'Home Screen:' dropdown menu set to 'Home' and a green 'Save' button. At the bottom left, there is a link 'Cambiar el idioma a español', and at the bottom right, the copyright notice '©Copyright Genesis Educational Services, Inc.' is displayed.

Changing Passwords

The left side of the image shows a 'Change Password' form with three input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:', followed by a green 'Save' button. The right side contains a box titled 'To Change Your Password' with a list of steps:

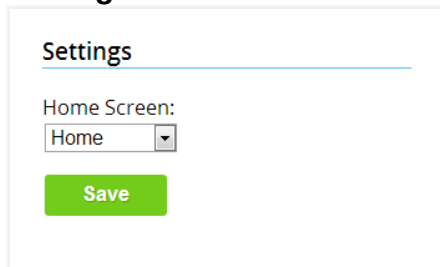
1. Click on the **SETTINGS** tab at the upper left corner of all Parent Access screens. This brings up the "Settings" screen
2. Enter your current password
3. Enter the new password you desire
1. Re-enter the new password you desire.
2. Click **Save**

When are you required to change your password?

If your password is changed by the system administrator, the next time you login, you will be required to change your password. The "Change Password" screen will automatically appear and you must do the following:

1. Enter your current password
2. Enter the new password you desire
3. Re-enter the new password you desire.
4. Click **Save**

Setting Your Home Screen



Settings

Home Screen:

Home ▼

Save

To set your entry screen:

1. Click on the  tab at the upper left corner of all Parent Access screens. This brings up the “Settings” screen
2. Locate the “Settings” panel on the right.
3. Choose a new Home screen.
4. Click 